

Appendix H-3

DOCUMENTATION REQUIREMENTS FOR PARKS, TRAILS & NATURAL AREAS

Cooperative Agreement

1. Cover Letter requesting a Cooperative Agreement in accordance with the SNPLMA Implementation Agreement. Include the name of the project, project number, and the amount of the funding request as approved by the Secretary plus the authorized contingency amount
2. Draft Form 1511-1 (Assistance Agreement).
3. Application for Federal Assistance (Standard Form 424).
4. Estimated Direct Costs & Project Schedule - Planned Dates for Major Project Milestones (Form Appendix B-5 and B-9).

Partial Payment/Reimbursement:

1. Cover Letter requesting payment and attesting to compliance with the SNPLMA Implementation Agreement, the Assistance Agreement, and procurement and other governmental policies applicable to the project (e.g. NEPA, Sec. 106 consultation, etc.).
2. Receipts for Direct Costs incurred including Contract invoices paid to date/or final invoice.
3. Status/Progress Report and Inspection Report certifying satisfactory progress to date.
4. Standard Form 270, "Request For Advance or Reimbursement." Must be signed by certifying official of recipient organization (required for requests from State and Local governments).
5. Local/Regional Government fiscal records for eligible direct labor, travel, official vehicle use, and other necessary expenses. If not included on fiscal records for direct labor provide the name of the individual(s), role on the project, number of hours requested, and pay rate per hour. Name of traveler, dates and purpose of travel should be provided if not included on fiscal records for travel. For official vehicle use, annotate fiscal records to demonstrate appropriate project use of official vehicles.
6. Project Equipment: (a) identify the equipment and its project function, (b) certify the percent utilized by the project and the time period required by the project, (c) note whether equipment is previously leased, newly leased or purchased, and (d) explain circumstances where purchase resulted in cost saving over leasing. In the case of purchased equipment, the final reimbursement request should certify the "per unit fair market value" including the source or method for determining the value and make appropriate deductions if necessary. In the case of leased equipment, the final reimbursement should certify that the lease has been terminated and/or lease costs transferred to another funding source.

Payment/Reimbursement Upon Completion and for Final Reimbursement when Utilizing Partial Reimbursements: Submit the above items plus the following:

7. Local or Regional governmental entity Final Inspection/Acceptance Report
8. Contractor and, if appropriate Subcontractor, Notice of Completion/Release of Claim.
9. If acquisition of easements or rights of ways was included, submit items 3, 5, 10 & 11 or 12, and 13 from Appendix H-2.